



# A Guide to Opening Your Business in the City of St. Charles

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INTERNATIONAL ECONOMIC  
DEVELOPMENT COUNCIL  
**AEDC**  
Accredited Economic Development Organization

## Steps to Opening Your Business

Thank you for considering St. Charles as the home of your new business. The **Economic Development Department** works to ensure a pro-business climate that encourages our existing industries to grow and expand, and to attract new businesses to invest in our community.

Contact our office for assistance in opening or expanding your business. We can help with information regarding:

- **Demographics**
- **Financing options**
- **Tax rates**
- **School district statistics**
- **Available Buildings & Sites**

(Available Buildings & Site database is online at [www.GrowStCharles.com/insite.aspx](http://www.GrowStCharles.com/insite.aspx). Or call **636-949-3231** for assistance in finding the right place for your business.)

### Location Selection—Determine Zoning

The Community Development Department is a one-stop shop for certificates of occupancy, permitting and signage.

Before you select a location for your business, it is very important to verify the zoning classification of the property and to determine if the use is appropriate in that zoning district. To verify zoning, or to discuss changes in zoning, please contact the **Community Development Planning Division at (636) 949-3222**.

In some cases, conditional use permits or, in the case of new construction, a change in use, or expansion of the existing building, site plan approval by the Planning and Zoning Commission may be required for your business. In addition, if the property is located within one of the City's six (6) historic districts, Landmarks Board approval may be required if changes to the exterior are proposed. Please contact the **Planning Division at (636) 949-3222** for more details. The City's Code of Ordinances can be found at [www.stcharlescitemo.gov](http://www.stcharlescitemo.gov)

### Building Permits

If a **change of use** is proposed for a building, construction or alterations may be required. A permit is required for most projects. It is recommended that a Pre-design Conference is scheduled to allow the business owner to discuss with City officials building code requirements for a proposed project. Please contact us at **(636) 949-3222** for details.

For a building permit for **new commercial construction**, the City suggests a planning meeting to ensure the plans meet building, fire, and zoning code requirements.

### Inspections

Once work is completed, call **Community Development (636) 949-3222** and the **Fire Department (636) 949-3250** for required inspections.

### Certificate of Occupancy

Before any business can occupy a property or open for business in St. Charles, a Certificate of Occupancy must be obtained. Please contact **Community Development Planning Division at (636) 949-3222** to begin the process to receive a Certificate of Occupancy or before beginning ANY construction work or repairs.

After successful final building and fire inspections, bring the approved final building and fire inspection slips to the Department of Community Development. You will also be asked to complete a brief Certificate of Occupancy Questionnaire and to verify trash service for the business. After these items have been completed and the proposed property has been determined to be permitted within the existing zoning district, the Department of Community Development will issue your Certificate of Occupancy.

### Business License

Per City Ordinance, anyone doing business in the City of St. Charles must have a business license. To apply for the business license you need, visit the **Collections Office (on First Floor of City Hall)** or contact **(636) 949-3212**.

Items are required to receive a business license:

- Certificate of Occupancy (issued by the **Department of Community Development**)
- Paid personal property tax receipt in business name from **St. Charles County Collector (636) 949-7470**; or a Personal Property Tax Waiver from the **St. Charles County Assessor (636) 949-7423**. Both offices are located in the County Administration Building (across North Second Street from City Hall).
- State sales tax number, if required by the State, from the **Missouri Department of Revenue**: <http://www.dor.mo.gov/tax/business>.
- If you are developing an establishment which serves food, you must also comply with the regulations of the **St. Charles County Health Department: 1650 Boone's Lick Road, St. Charles, MO, 63301 (636) 949-1800**

## Additional Licenses — Utilities

### Signage

Permits for permanent signage and temporary signs are required and are issued by the **Community Development Department**. Please call the **Community Development Department (636) 949-3222** to discuss the allowable signage for your business. Sign permit costs are:

- \$75.00—Non-illuminated sign permit
- \$99.00—Illuminated sign permit

### Food Establishment Permit

All restaurants and/or establishments involved in food preparation need to submit plans to and pass inspection by the **County Health Department (636) 949-1800**. You can download an application form and a copy of the code book at [www.scchealth.org](http://www.scchealth.org).

### Outdoor/Café Seating

Outdoor dining areas on a public sidewalk require a Sidewalk Café Permit. For more information, please contact the **Community Development Department** at **(636) 949-3222**.

### Liquor License

You will need to obtain a total of three (3) liquor licenses: State, County and City. For more information on liquor license, please call the **Finance Department** at **(636) 949-3215**. You can also download the application on the City's homepage at [www.stcharlescitemo.gov](http://www.stcharlescitemo.gov) under the Forms section.

### Utilities

To ensure proper services for your business, check with public utility companies.

- Electric—**AmerenUE (800) 552-7583**
- Gas—**Laclede Gas (636) 978-2663**
- Telephone—Your local phone company
- Trash pick-up service. All businesses in St. Charles are required to have trash service by a licensed hauler. A list of licensed haulers is listed on the City's Website: [www.stcharlescitemo.gov](http://www.stcharlescitemo.gov). Proof of trash services is required prior to the City issuing a Certificate of Occupancy.
- Water-Sewer—Utility billing is a part of the **Finance Department**. To order or change an existing water, sewer, billing record, or to confirm new service billing, please contact **Utility Billing** at **(636) 949-3212**.

### Wastewater Treatment

The City currently has a contract with Environmental Management Corporation (EMC) for the operation and maintenance of our two (2) sanitary sewer treatment plants and lift stations. These facilities treat the sewage to all Federal standards prior to discharge. Manufacturing, industrial or a business process that discharges to the City's sanitary sewer system may require a permit. For additional information please contact **Water Division** at **(636) 949-3366**.

### Hazardous Material

All businesses using hazardous materials should contact the **Public Works Division** about participation in the industrial pre-treatment program at **(636) 949-3237**.

Every effort has been made to ensure the accuracy of this information. It should not be used as a legal document, and should not take the place of professional advice. When in doubt, consult a professional regarding the topic in question.



## Resources

### Economic Development Center of St. Charles County

[www.edcscscc.com](http://www.edcscscc.com)

The Economic Development Center (EDC) has earned a reputation for being "the business growth experts". EDC core services include:

- Providing Business Financing
- Operating a Business Incubator Center
- Offering Business Counseling and Training
- Coordinating Business Recruitment and Retention
- Promoting St. Charles County to Businesses, Residents and Tourists
- Supporting Strategic Public Policy Initiatives

Recognizing that economic development is a team effort involving many different players throughout the process of recruiting and/or retaining local companies, the EDC is proud to play an important role in helping grow new jobs and expand the tax base in St. Charles County. **(636) 441-6880**



### St. Charles County Workforce Development Missouri Career Center

<http://work.sccmo.org/workforce>  
[Don.holt@sccmo.org](mailto:Don.holt@sccmo.org)

The source for all employment and training needs in St. Charles County; and operator of the Missouri Career Center of St. Charles County. **Contact :** Don Holt, Director, Workforce Development 212 Turner Blvd, St. Peters, MO 63376 **(636) 255-6060**



### Greater St. Charles County Chamber of Commerce

[www.gstccc.com](http://www.gstccc.com)

Membership with the Greater St. Charles County Chamber of Commerce is an affiliation that puts networking, professional assistance, marketing opportunities, and local cooperation at the fingertips of business owners. The Chamber integrates local organizations with each other and the community, as well as work year round to promote and increase tourism in St. Charles.



The Greater St. Charles County Chamber of Commerce website is updated with a list of current members and an extensive guide to events and activities all over town. Any individual or business committed to promoting the longevity of business in St. Charles and interested in receiving the benefits of Chamber Membership is welcome to join. The Greater St. Charles County Chamber of Commerce is located at:

2201 First Capitol Drive  
St. Charles, MO 63301  
**(636) 946-0633**

## Useful Contact Information

**City of St. Charles** [www.stcharlescacitymo.gov](http://www.stcharlescacitymo.gov)  
**200 N. Second Street St. Charles, MO 63301**  
**City Hall** **(636) 949-3200**  
**Director of Administration's Office** **(636) 949-3262**  
**Community Development** **(636) 949-3222**  
**Code Enforcement** **(636) 949-3237**  
**Economic Development Department** **(636) 949-3231**  
Travis Wilson, E.D. Coordinator **(636) 949-4624**  
**Finance Department-Business Licenses**  
Utility Accounts/Billing **(636) 949-3212**  
**Police Department** (non-emergency) **(636) 949-3300**  
1781 Zumbuhl Rd. St. Charles MO 63303  
**Fire Department** (non-emergency) **(636) 949-3250**

**Greater St. Charles County Chamber of Commerce**  
2201 First Capitol Drive **(636) 946-0633**  
St Charles, MO 63301  
**St. Charles County Government**  
201 N. Second St. St Charles, MO 63301  
County Assessor **(636) 949-7423**  
**(Business Personal Property)**  
County Collector **(636) 949-7470**  
Health Department **(636) 949-1800**  
Bad Check Division **(636) 949-7375**  
Missouri Department of Revenue **(636) 946-4456**  
Waste Service/Allied Waste **(636) 255-6142**  
Ameren UE **(800) 552-7583**  
Laclede Gas **(636) 978-2663**

*Thank you for Choosing the City of St. Charles!!*